

PRIVACY ACT/FREEDOM OF INFORMATION ACT

INTRODUCTION

This checklist addresses personal information about soldiers and any living persons that can or cannot be released under the provisions of the privacy act.

CHECKLIST ITEMS

- AGE (date of birth) = releasable. This information is public record.
- HOME OF RECORD/PRESENT ADDRESS = In most cases, home of record can be released if no street address is given. There is no general rule for disclosure of this information. Widely different circumstances surround each incident, and judgment is made on a case-by-case basis. In most cases, the person's present geographical location may be provided (city, state), but not the street address. In each case, the desires of the actual person or next of kin should be considered.
- MARITAL STATUS/DEPENDENTS = RELEASABLE. This information is public record, including names, ages and sex of dependents.
- AWARDS/DECORATIONS/CITATIONS = releasable.
- EDUCATION/SCHOOLING/SPECIALTY = releasable. Major area of study, school, year of graduation, degree and specialty designator is releasable.
- RACE = In most cases, NOT releasable. However, where the fact of an individual's race is relevant in providing essential facts to the Press, it may be released (such as in a racially oriented protest or altercation.)
- CHARACTER OF DISCHARGE:
 - ADMINISTRATIVE = NOT releasable, unless the individual provides his written consent.
 - PUNITIVE = releasable. This includes discharges resulting from courts martial.
 - DUTY STATUS = releasable.
- PERSONNEL BOARDS:
 - Results of promotion boards and augmentation boards are releasable.
 - Results of administrative discharge boards and aviator flight boards are NOT releasable.
- PHOTOGRAPHS IN THE CUSTODY OF THE DEPARTMENT OF DEFENSE = releasable, unless they warrant an invasion of anyone's personal privacy.